

Kingman County 4-H  
Club Summary

Year: \_\_\_\_\_

Club Name: \_\_\_\_\_

Community Leaders: \_\_\_\_\_

**4-H CLUB SUMMARY REPORT**

This booklet contains the 4-H Club Recognition Plan, a report sheet of project leaders, and a page on which to report group project work.

Officers and leaders of the club should assist in completing this 4-H Club Summary Report at the end of the 4-H year.

As soon as possible after the September meeting, submit the following to the County Extension Office:

1. Secretary's Record Book
2. Treasurer's Record Book
3. Reporter's Notebook
4. Historian's Notebook

The Club Summary Report is due to the Extension Office at the same time as the record books, Project Report Forms, and pin applications.

**4-H Club Recognition Plan  
Traditional Charter and Four-Seal Method**

A charter and seals are provided as recognition for 4-H Clubs.

A charter signed by the State 4-H Leader, the Director of Extension, and the President of Kansas State University will be presented to each 4-H Club when it meets the guidelines for the charter.

A seal is awarded to a 4-H Club each year when certain guidelines for a seal are met. The seals, ranked in ascending order of difficulty, are white, red, blue, and purple. Your 4-H Club may try for any seal without regard to seals previously received. If guidelines are met, the club may receive the charter and a seal in the same year.

As a guideline is met, place an "x" in the space provided and give the information requested. Check frequently throughout the year to avoid missing any guideline for the seal your club is working for.

Use the officers or a committee of 4-H'ers to assist in checking the guidelines during the year and fill out this 4-H Club Summary Report at the close of the 4-H year.

### GUIDELINES FOR CHARTER

- \_\_\_\_\_ 1. Enroll five or more 4-H'ers between the ages of 7 and 19 in the club.
  
- \_\_\_\_\_ 2. Have a community leader or leader.
  
- \_\_\_\_\_ 3. Organize the club with the following officers: President, Vice President, Secretary, Treasurer (or secretary/treasurer) and Reporter. It is recommended that the club choose a club history committee, but this is not a requirement.
  
- \_\_\_\_\_ 4. Plan eight or more regular meetings. New clubs should have at least one meeting each month after the club is organized.
  
- \_\_\_\_\_ 5. Prepare a tentative program for each remaining month in the 4-H year after the club is organized. The 4-H year is October 1 to September 30. Write the programs in the Secretary's Record Book.

### REQUIREMENTS FOR SEALS

To be awarded a club seal the following number of basic requirements must be met: white — 6; red — 7; blue — 9; and purple — 11.

In addition to these basic requirements, a minimum of optional goals must be completed to earn a certain seal.

\_\_\_\_\_ Number of members enrolled in the 4-H club as of February 1st of this year.

### BASIC SEAL REQUIREMENTS: (Check requirements met by the club)

- \_\_\_\_\_ 1. Hold at least 11 regular club meetings.
  
- \_\_\_\_\_ 2. Hold meetings for project instruction in a majority of the projects in which 6 or more 4-H'ers are enrolled.
  
- \_\_\_\_\_ 3. The majority of members exhibited at the Kingman County Fair.  
Number of members exhibiting: \_\_\_\_\_

- \_\_\_\_\_ 4. Have one or more official representatives attend the majority of the County 4-H Council meetings.
- \_\_\_\_\_ 5. Turn into the Extension Office the completed Secretary's Record Book, Treasurer's Record Book, Reporter/Historian Book, and the Club Summary. The leaders will need to take or send the Secretary's Book and the Treasurer's Book to the County Extension office as soon as possible after the September meeting. The Club Summary Report is due in the Extension Office at the same time as the record books, Project Report Forms, and pin applications. It is encouraged to also send in the Reporter and Historian Notebooks.
- \_\_\_\_\_ 6. Club Officers attend officer's training (club or county) for President, Vice President, Secretary, Treasurer, Reporter, Historian, Song Leader/Recreation Leader.

\_\_\_\_\_ 7. Have at least one member enroll in the Leadership Project.  
List of Leadership Project Members in the club:

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\_\_\_\_\_ 8. Present one or more presentation(s) at 4-H Club Day.  
List of 4-H'ers and presentations:

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\_\_\_\_\_ 9. As soon as possible after the tentative programs are planned, provide a copy of the program to each family represented in the club and turn one into the Extension Office.

Number of families receiving a copy: \_\_\_\_\_

Date on which distribution was completed: \_\_\_\_\_

\_\_\_\_\_ 10. Render some service to the community, such as presenting a program for another organization, assisting with a worthy cause, or helping in a community activity. Give a summary of the work done. Give enough details to make it clear to anyone who is not familiar with your club what you did. Describe the assistance given.

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- \_\_\_\_\_ 11. To explain or promote 4-H work have a Cookie Jar, Hay Bale, or banner at the Kingman County Fair.
- \_\_\_\_\_ 12. Completed record books must be submitted to the Extension Office at the end of the club year. For this option, you must have over half the members of your club turn in a record book.

**OPTIONAL REQUIREMENTS:**

Listed below are the number of optional requirements needed to completely fulfill the guidelines for a specific seal. This is also determined by the size of the club.

<b>Under 20 Members</b>		<b>20 Members Plus</b>	
Seal	# Requirements Needed	Seal	# Requirements Needed
Purple	15	Purple	18
Blue	12	Blue	14
Red	9	Red	10
White	6	White	6

Check the optional requirements that your club accomplished during this club year:

- \_\_\_\_\_ 1. Provide three feature stories and/or ten more news stories, or any combination thereof, for publication on project work, club meetings, or group projects.  
 Number of stories written: \_\_\_\_\_  
 Feature stories: \_\_\_\_\_  
 News stories: \_\_\_\_\_
- \_\_\_\_\_ 2. Plan and carry out one or more group projects such as safety, health, conservation of natural resources (such as wildlife conservation, or soil conservation), recreation, people-to-people, emergency preparedness, citizenship, ecology, pollution control, or similar areas.
- \_\_\_\_\_ 3. Hold a parents' night meeting or program. Date held: \_\_\_\_\_
- \_\_\_\_\_ 4. Have an achievement program at a regular or special 4-H meeting to bring the accomplishments of the 4-H'ers to the attention of the people in the area.  
 Date held: \_\_\_\_\_
- \_\_\_\_\_ 5. Hold a club project tour or local community fair. Date held: \_\_\_\_\_

\_\_\_\_\_ 6. Maintain or increase the number of 4-H'ers in the group.

Number last year: \_\_\_\_\_

Number this year: \_\_\_\_\_

\_\_\_\_\_ 7. 4-Hers assist project leader at two or more meetings. Name(s) and assistance given:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 8. Have a club member make a 4-H presentation to explain or promote 4-H work at schools or other locations (do not repeat from Basic Requirement #10).

Date presented: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 9. Have an exchange meeting or other event with another 4-H group or club in your county or in another county. Club you exchange with: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ 10. Make a contribution to the county 4-H Foundation Fund, Kansas 4-H Foundation, Cancer Fund, March of Dimes, Tuberculosis, Heart, Muscular Sclerosis, community donations, or other similar drives. Contributions are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 11. Present a radio or television presentation.

Date presented: \_\_\_\_\_

\_\_\_\_\_ 12. Take an educational trip or tour (for example: The Wichita Garden Show).

Date taken: \_\_\_\_\_

Summarize: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 13. Visit people in rest homes/provide a program for community senior citizens or other community members, and/or provide a program or remembrance for them. (cannot be the same event described in Basic Requirements)

- \_\_\_\_\_ 14. Have one or more 4-H'ers participate in county, area, district or state judging school or contest. List participants and schools attended: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 15. Have a window display promoting 4-H.  
Topic of display: \_\_\_\_\_  
Where displayed: \_\_\_\_\_
- \_\_\_\_\_ 16. Have a 4-H float in a parade. Theme of float: \_\_\_\_\_
- \_\_\_\_\_ 17. Cooperate with County Extension Agents or the elected 4-H representatives in organizing a new 4-H club or group. New club or group: \_\_\_\_\_
- \_\_\_\_\_ 18. Participate in 4-H Sunday observance.  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_
- \_\_\_\_\_ 19. Have a 4-H'er participate in a club, county, or state camp such as Discovery Days, 4-H Camp, KYLF, Photography Camp, etc. List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 20. Have the 4-H club participate in the Parliamentary Procedure Contest at 4-H Club Days. Number participating: \_\_\_\_\_
- \_\_\_\_\_ 21. Have 4-H'ers participate in two or more county events not included in any optional guideline such as Fashion Revue, Horse Show, Archery Shoot-Out, or another similar event. List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 22. Have some exhibits from your club at the Kansas State Fair.  
Number of exhibits: \_\_\_\_\_
- \_\_\_\_\_ 23. Have 4-H'ers participate in the Kansas State Fair in ways other than exhibiting project work, including but not limited to, informal and formal demonstrations and illustrated talks, informal modeling, judging, acting as host. List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 24. Have one or more 4-H'ers attend training for camp counselors, camp program assistants, and assist with the day or county camp. List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 25. Have a family in your club or group serve as a host family to an IFYE or Japanese Exchange delegate, or have a family member as an IFYE or Japanese Exchange delegate. List: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 27. Have your regular meeting evaluated by a qualified person in parliamentary procedure.
- \_\_\_\_\_ 28. Members assist at other county events such as Club Days, Fashion Revue, Judging Contest, Horse Show, Fair Concession Stand, etc. List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 29. Have a member of your 4-H club serve as a Junior Superintendent in a department at the county fair. List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 30. Have one or more of your 4-H'ers attend one of the major 4-H trips such as Citizenship Washington Focus, National 4-H Congress, National 4-H Conference. List: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 31. Exhibit the Secretary, Treasurer or Reporter's/Historian's notebook at the Kingman County Fair.
- \_\_\_\_\_ 32. Have one or more of the 4-H leaders talk to each new member for at least 15 minutes to learn his habits, interests, hobbies, family relationships, etc.
- \_\_\_\_\_ 33. Have at least one member of your 4-H Club serve as a Kingman County 4-H Ambassador.

\_\_\_\_\_ 34. Have a guest speaker at a 4-H Club Meeting.

Date: \_\_\_\_\_

Speaker: \_\_\_\_\_

Topic: \_\_\_\_\_

\_\_\_\_\_ 35. "Happenings" for 4-H'ers that make you feel good about 4-H which are not listed in the previous goals. There is no limit to how many "Happenings" you can tell about. Examples: a group member highly enthusiastic about a successful money-raising project, a tour, a program they've presented, a service project accomplished, or a group study. List: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We feel our club has qualified for the following seal:

- Purple
- Blue
- Red
- White

\_\_\_\_\_  
Club Officer

\_\_\_\_\_  
Club Leader